



# VENKATESHWAR SIGNATURE SCHOOL *STUDENT LIFE HANDBOOK*

2024-25



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## Venkateshwar Signature School Community Agreement

Each student signs this agreement, which summarizes the standards for VSS students, at the commencement of each academic year.

Making Venkateshwar Signature School a joyful and upbeat atmosphere is our shared duty. The majority of the rules at VSS is rational decisions. The most fundamental guideline at VSS is, "*Treat people like you want to be treated*".

This Community Agreement includes a few regulations chosen especially for the school. The school is calling attention to elements that, if followed, establish a framework for a secure, healthy, encouraging, and orderly community by choosing to highlight these rules. This global society aspires to produce young people who are inquisitive, knowledgeable, and compassionate and who will contribute favorably to the community.

### ❖ Expectations



- # Always show consideration, courtesy, and helpfulness to others.
- # Show respect for all people, regardless of their socio-economic standing, race, religion, gender or age.
- # Be considerate of other people's property.
- # Avoid acting in a loud or harsh style that draws attention to oneself.
- # You must be in class each and every day, and attendance is required. Keep the classroom environment positive.
- # Put on sensible, modest clothing. Clothing should be worn with consideration for the setting in which it is being worn.
- # Always strive to uphold high standards of behavior.
- # Be sure to greet the visitors with a smile and a salutation.
- # Take care of the surrounding area and the campus.
- # Help create a positive image of the school in the wider community.



### ❖ Right of Others

- # Everyone owes it to others to respect their rights. Rudeness, vulgar language, and unfavorable conduct won't be permitted.
- # Lies and dishonesty will not be tolerated.
- # Any form of harassment, including sexual harassment and cyber bullying, will not be accepted.
- # Physical abuse or acts endangering the safety of others will be treated seriously.
- # Personal displays of affection that embarrass others should be avoided and may result in disciplinary action.
- # Inappropriate or inconsiderate behavior in class is unacceptable.
- # Stealing or vandalism in any form, including the unauthorized borrowing of another's belongings will not be tolerated.
- # Self-discipline and consideration for others are expected in all public and school gatherings.

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### ❖ Civility

- # One, whether an adult or a student should have to deal with rude, threatening, or unkind behavior at VSS. There will be disputes, but one can disagree without becoming disagreeable and one can be passionate without being disrespectful. Name-calling and disparaging remarks are unacceptable kinds of behavior.
- # VSS insists on a strict code of decency. Saying "please" and "thank you" when soliciting assistance, saying "excuse me" when interrupting someone or moving in front of them, moving without asking if you are blocking a hallway or doorway, knocking on locked doors before entering, and waiting to be welcomed are all examples of this.
- # VSS affirms No each language that makes up its composition. We work hard to establish a setting where students can grow both in their command of English and their native tongues. In mixed linguistic groups, English should be used as the primary language of communication.





❖ VSS students should be aware that:

# Any student who attempts to obtain, transport, or bring illegal drugs or other substances to school will face strict disciplinary action.

# According to VSS's Anti-Drug Policy, drug testing will be done; smoking and vaping are prohibited on and off campus.

# Consumption of alcohol and cannabis or drug abuse in any form is banned for all students.

# Unauthorized possession of excess funds (undeclared funds in addition to pocket money) will result in seizure and further disciplinary action.

# Aggression, bullying, hazing, and sexual misconduct are examples of insensitive, offensive behavior that is prohibited and may result in suspension or expulsion from the school. Included in this also is the improper use of social media.

I swear to abide by the regulations outlined in the student life handbook of the institution. My signature serves as proof that I have read this document and accept the standards it contains. I am aware that any conduct that does not meet the standards of the school may subject me to disciplinary action, which could include losing my position in school.

I promise to treat others as I would like to be treated myself.

Name .....

Signature .....

Date .....

## Student Life Programme



### ❖ Principles of Pastoral Care

At Venkateshwar Signature School:

- # We place a great eminence on each student's health and safety.
- # All students are cherished and respected, regardless of their age, gender, race, ethnicity, religion, or sexual orientation.
- # We strive to provide each student with the resources necessary to realize their full potential in the journey of student life, academics, and extracurricular activities.
- # The Child Protection Policy at Venkateshwar Signature School complies with both Indian law and the United Nations Convention on the Rights of the Child.
- # The following URL will take you to a summary of the UN Convention on the Rights of the Child:  
<https://www.unicef.org/rightsite/files/uncrcchildfriendlylanguage.pdf>.

### ❖ Pastoral Care

- # The Administrator-Boarding Life, the House-Parent, Supervisors, full-time Health Centre Nurses and Personal Counselors make up our pastoral team.
- # Weekly meetings with the relevant pastoral and academic staff are led by the Administrator -Boarding Life and House-Parent of student life to discuss specific student problems and emerging disciplinary issues. Pastoral care is supervised at the school level by the Head of School in collaboration with the Administrator -Boarding Life.

### ❖ Assembly, Home Room and Advisor Groups

*Preparatory (age- 8-11, Classes 4 & 5), Middle (age-11-14, Classes 6 - 8), Secondary (age 14-18, Classes 9 - 12)*

- # Theme based assemblies are conducted class wise every single day.
- # Stage wise meetings are held once a week and all students are required to attend.

### ❖ Attendance / Tardiness

- # All classes as scheduled must be attended by the students.
- # Students who arrive late or miss class automatically lose credit points in Boarding Life.
- # Any student who skips a test, quiz or assignment for any reason other than an emergency may receive a zero, which will be averaged towards their grade.
- # Any student who needs medical care of any type during the school day must request a pass from the Class teacher and should be escorted to the medical room.



## Outings

# When planning an Outing request, please use the outing online form available in schoolroom app for pre-approved Outing weekends only.

# All Outing requests, including overnights, non-overnights, and absences which involve missing school must be sent to the House Parent and CC to:  
[StudentServices@vssraipur.com](mailto:StudentServices@vssraipur.com)



# Please review our leave policy given.

# All online Outing forms must be filled out by parents only. Students must be back in Hostel at the latest by 5:30 PM.

# If parents are inviting another student, their parental permission and Outing form must also be received by the required deadline.

# Outing requests must be submitted at least 48 hours in advance. Those completing an Outing form are advised of the following information:

- The form must include the name and relationship of the person signing the child out; if they are not the child's parents, they must carry valid picture identification.
- An adult who will be signing the student out must be at least 21 years old.
- All students' house parents are required to sign them out from hostel.
- Only the parents may sign the Outing form. Only those students who have a house parent's approval will be permitted to leave campus.
- Students will continue to be answerable for VSS's random tests when they return from Outing.
- School is authorized to conduct a blood test if required.

## ❖ Leave Policy

# A thorough curriculum that includes academics, extra-curricular, and residential life is valued by VSS

# The maximum number of days that may be missed every semester, which can only be exceeded for justified family or medical situations, is increased by any type of leave aside from required class trips

# When a student reaches the limit, it will affect their ability to miss school for additional occasions, including sporting events, activities, and other events.

# The maximum is 7 days, measured in half-day intervals. You might be granted personal leave for the following reasons:

- Passport extensions
- Interviews and entrance exams for colleges
- Medical need as demonstrated by a note from an outside doctor upon return and prior doctor approval from VSS
- Immediate family marriages (restricted to siblings)



- # A maximum of three consecutive school days may be missed, even for such circumstances, with permission.
- # It is the student's obligation to make arrangements in advance to make up any excused absences, and to complete any missed assignment within the first two weeks of the student's return.
- # Any absence that the school determines to be unjustified may have serious repercussions, including the inability to return to campus for the semester, the imposition of a fine of up to Rs. 10,000, and/or the start of withdrawal procedures.
- # A "ZERO" will be given to students who fail any assessment due to an unexcused absence.
- # Retakes are not available for unexcused absences.
- # The school reserves the right to start withdrawal procedures if a student has many unexcused absences throughout the academic year.
- # For any reason other than a documented family emergency or medical emergency, students are not permitted to take a leave of absence from school during the first four weeks or the final two weeks of a semester.
- # This includes departing earlier than the Departure Day timings indicated on the calendar.
- # It's not always a good idea to leave school early due to flight times.
- # Those arriving late, whether for a valid reason or not, will be documented in skoolroom so that a trend of tardiness may be found.
- # Repeated violation of the policy at VSS shall not be encouraged.

#### ❖ Travel

It is essential that all travel-

- # Related information be submitted by the timeframes to the House-parent and Administrator - Boarding Life in the given mail id: [StudentServices@vssraipur.com](mailto:StudentServices@vssraipur.com)



- # All students traveling with the school party are subject to the school's expectations for behavior.
- # When off campus, VSS students are required to act as representatives of the Institution
- # Students have the option of staying behind in the hostels and taking vacations that have been approved by or accompanied by their schools during midterm breaks
- # If students leave campus on their own time, the school is not liable for these visits or the related travel arrangements



### ❖ Documentation & Registration

# Since the work is frequently time-sensitive, students are expected to reply IMMEDIATELY to any requests from the travel office for passports, Aadhar card (students and parents) pictures, or signatures.

# Student passports will be safely stored by the House Parent.

# Students are required to bring at least four passport-quality, recent pictures per term.

# These are required for use for making ID cards, requesting travel authorizations, etc.

# VSS offers unique ID cards that can be used while traveling.



### ❖ Visitors

# A visitor's ID Card that must be worn at all times while on campus is required of all adult visitors, including alumni, who must check in at the front desk.

# While students are boarding, no visitors, including alumni, are permitted; however, students may see the rooms during the school day with an escort from the House Parent or the Admission Office.

# Student Services must give visitors authorization in advance.



## Boarding Life: Statement of Boarding Principles & Practice

### Boarding



# The goal of Boarding life at Venkateshwar Signature School is to provide an atmosphere and ethos in which "*understanding, peace, tolerance, equality of sexes, and friendship among all people, ethnic, national, and religious groups, and persons of indigenous origin*" prevail at all times and in all contexts.

# All boarding students live in one of two Houses that are close to one another and can be reached on foot.

# Based on the developmental stage of the students dwelling at each site, all boarding rules and regulations are established.

# The school releases comprehensive rules for behavior management. However, a restorative justice system is used for minor transgressions and conflicts.

# Whole Campus has wireless Internet access, with time restrictions based on school level and age.

# All working days, there are daily 1 ½ (one-and-a-half) hour evening Compulsory Study Time.

# Each house has a system in place for daily room cleanliness, and hygiene inspections.

*Shaurya Sadan* : Boys in Grades IV - XII

*Kirti Sadan* : Girls in Grades IV - XII

#### ❖ Meals / Food Service

The school has two dining hall facilities, one at the school building and one at the boarding (Main Dining Hall). Meals are provided in both are according to student's needs and activities.



#### ❖ Student Services

# Our Student Services Department coordinates all special activities and necessary communication with students, parents, and concerned departments.

# The House Parent is the first point of communication for all Boarding life matters.

# Staff and parents are therefore requested to address their queries to the House Parent, copying in Student Services at [StudentServices@vssraipur.com](mailto:StudentServices@vssraipur.com).

# House Parent contact information is sent to all parents at the beginning of the academic year.



## Student Surveys

- # Venkateshwar Signature School conducts an anonymous, annual student survey which includes all areas of pastoral care.
- # The results of these surveys are carefully reviewed every year to work on areas required for improvement.

## ❖ Communication

- # Letters and packages are brought to student mailboxes in the Residences. Letters and packages should be addressed as follows:

(Name of Student)  
(House – Shaurya Sadan or Kirti Sadan)  
(Class and Admission No.)

Venkateshwar Signature School  
Near International Cricket Stadium, NH - 06  
Raipur,  
Chhattisgarh - 493441  
India



- # Parents are requested to first contact their children's House Parent for any questions.

OR

They may email at [StudentServices@vssraipur.com](mailto:StudentServices@vssraipur.com) for further assistance.

## ❖ Parcels

- # Venkateshwar Signature School mailroom will not accept courier-delivered packages for students, including those from Amazon and other online retailers as well as from close friends and family.

- # To accommodate the need for students to receive legitimate items from home, parents are permitted two avenues:

- To personally bring small parcels for their children during approved parent visits and / or
- With prior notice and authorization from the primary House parents to mail one parcel per semester per child to their children.

- # The Boarding store is also available for students to continue obtaining certain needed and available items. Security policy of VSS protects the safety and welfare of students, promotes equity, and reduces waste.



- # Any packages for students received outside of this policy will be held in the office until they can be taken by students when they leave campus for the next break.

## Administrative Information



### ❖ Administrative Team

- House Parent (Shaurya Sadan) : hpb@vssraipur.com
- House Parent (Kirti Sadan) : hpg@vssraipur.com

### ❖ VSS House Parents

- # Students, teachers, and parents should **contact** the House Parent first. Each student's wellbeing is the responsibility of the house parents.
- # If a student has any worries, he or she is encouraged to discuss them with their House Parents.

### ❖ Boundaries and Timings

The following guidelines for boundaries and timing must be followed by students. Students must have a pass provided by Student Services or the Administrator - Boarding Life in order to leave the campus for any purpose.

- # All students, including day scholars, are required to remain on school property during instructional hours. Students may only leave the property during the school day with approval from Student Services.
- # Unless they are on a pre-approved supervised outing, all students must remain on campus after school hours until supper check-in time at the houses.
- # Students are required to stay on the residence campus after dinner. Except during visiting hours, students are only permitted in their own Rooms.



### ❖ Weekend / Holiday / Non-Working Day Schedule

- # For all grades, Lights Out is prolonged by 60 minutes on day (when next day is a non-working day).
- # Students catch up on sleep and participate in social, outdoor, and sporting activities on these days.
- # We acknowledge the need for students to have access to opportunities for "rest and leisure", to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts.
- # When the calendar is clear of events that are scheduled, students frequently plan their own activities.

## ❖ Finances



- # The Accounts Department (School) is the only Accounts Office.
- # Parents can transfer money here and all approved withdrawals will be through House Parents only.
- # At the start of the school year, students are not permitted to bring additional funds, either in foreign cash or Indian rupees.
- # Student Services must be contacted if a student needs additional funding for any unique need. No Student is allowed to keep any Money in their Rooms/Houses.



## ❖ Pocket Money

- # Venkateshwar Signature School believes that discipline in spending habits is a key virtue and that moderation in lifestyle is a smart decision, regardless of the situation.
- # House parents give all students pocket money each month, which is deducted from student's account. Grades 4 to 8 will get Rs. 3000/- per month, and Grade 9 to 12 gets Rs. 4000/-
  - @ Extra money may be withdrawn for House events if students are staying in the Boarding over the break.
  - @ Before Departure Day, students might require additional pocket money for travel.
  - @ Parents can get in touch with House Parent for more pocket money or modifications to existing pocket money at least two weeks in advance.

## ❖ House Stores

Each day after school, the House Store is open, selling toiletries, stationery, locks, etc. for student use with the cost charged to parent accounts. All students have a limit per month as follows:

- |                   |   |         |
|-------------------|---|---------|
| ➤ Grades 4 -8     | - | Rs.3000 |
| ➤ Grades 9 and 12 | - | Rs.4000 |



## ❖ Laundry

- # The dhobis (launderers) pick up the laundry and deliver the cleaned clothing twice every week.
- # Parents are asked to make sure name tags are attached to every piece of clothing before their children arrive at school and to make sure they pack extra name tags.
- # For usage in emergencies or occasionally washing minor items, house also include washing machines with dryers.





### ❖ Room Allocation /Cleaning /Vandalism



- # Rooms with capacity for two to four are assigned to pupils.
- # A minimum of one returning student will be housed in a room with a new student. Students are expected to maintain a tidy living space.
- # Every day, house parents inspect the rooms.
- # Additionally, once a month, students who receive all 7s on their room checks are invited to a "Sundae Party" as a reward.
- # Regular floor sweeping and cleaning is done by housekeeping staffs.
- # At the conclusion of each term, students are asked to thoroughly clean their rooms before leaving. If they don't, a fee will be added to their parent account and deducted from their pocket money when they return to school the next semester.
- # Room upkeep is the responsibility of the students.
- # Any type of vandalism will result in privilege suspension and a charge to the student's pocket money.
- # Saturday and Sunday room checks will be done at 12:45 PM but not marked; privileges may be taken away if rooms are messy.



### ❖ Extra Keys

Students' cupboard and trunk keys may be kept with the house parents during breaks, but students must make sure all keys are clearly labelled.



### ❖ Storage over the Holidays

Students may leave up to 1 x trunk and 1 x soft luggage items for storage in the Boarding over the holidays.

If students have items of clothing or other belongings that they no longer require, they may donate them to a local charity by depositing them in bins provided at the end of each term.

### ❖ Communication Time

All Working Days : 8:00 PM - 9:20 PM  
All Non-Working Days : Anytime  
(Parents must limit their phone call duration to a maximum of 15 minutes.)



**Please note:** On some Saturdays and Sundays, students may not be in their Houses due to planned social activities.

### ❖ Senior Transition Program

# Seniors are expected to take on a larger level of responsibility in order to help build routines and expectations that will enable the growth of self-reliance and independence.

# This involves giving kids the chance to prepare their own meals, become more self-reliant in their studies and organizational skills, take care of themselves, and form excellent decision-making habits.

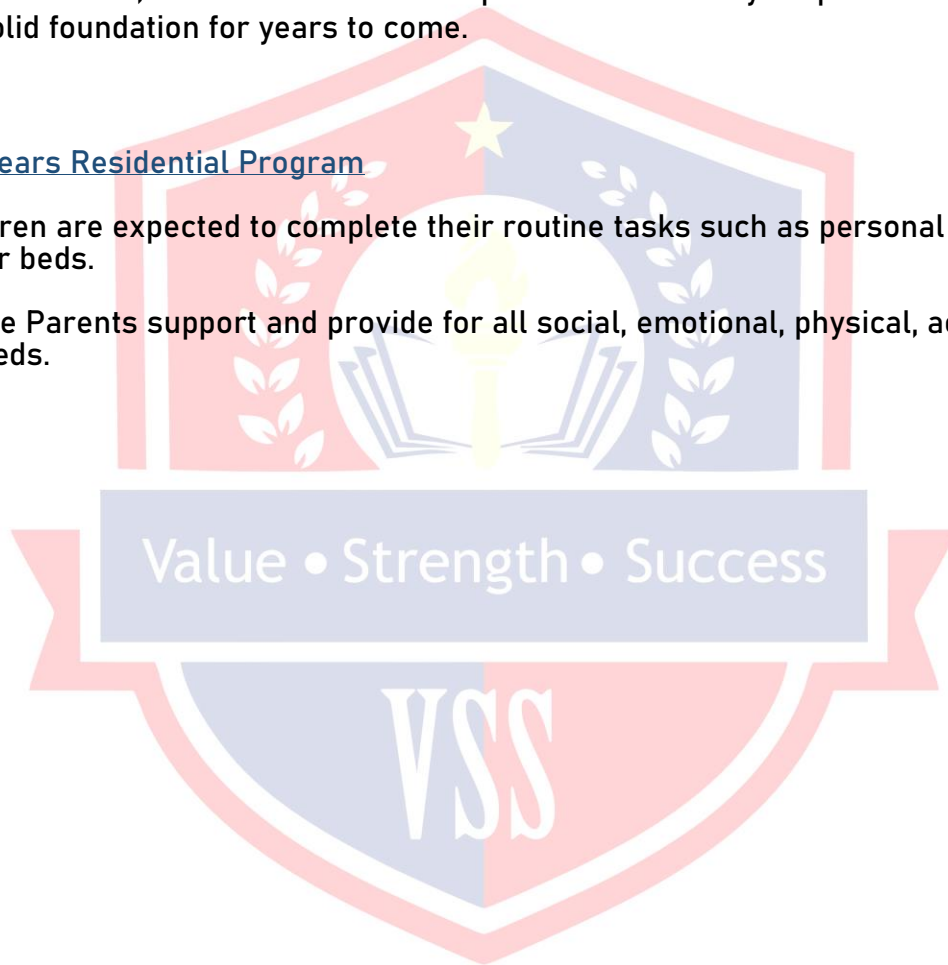
# In other words, this enables kids to acquire a level of daily responsibility that will provide a solid foundation for years to come.



### ❖ Middle Years Residential Program

# Children are expected to complete their routine tasks such as personal care and making their beds.

# House Parents support and provide for all social, emotional, physical, academic, and spiritual needs.



## *Do's and Don'ts*



### ❖ Expensive Items

- # Students are discouraged from bringing expensive and unnecessary personal items to school. The responsibility for such items lies solely with the student. The school discourages the displays of wealth.
- # Drones of any kind are not allowed on campus by students.
- # When items are missing from an unlocked area, the school does not conduct an entire House / floor search unless there is reasonable suspicion.
- # Money should be handed in safe keeping to house parents.
- # Cupboards should be kept locked when not in use.
- # Students are responsible for devices / clothes /personal belongings.
- # Students should not borrow or lend clothes/expensive items.
- # Students are strongly encouraged to wash their undergarments, socks and detergents can be procured from hostel or house stores.

### ❖ Buying and Selling

- # Students should not deal with unauthorized people who may want to buy or sell items, whether VSS-related people, Kabadiwalas (second-hand goods dealers), or others from the bazaar.
- # Residence staff can arrange end-of-year sales for students, if necessary. Generally, students should consult with residence staff and/or parents before disposing of any personal possessions or making any major purchases.



### ❖ Weapons

Weapons of any kind are forbidden. Possession and/or use of a weapon may result in expulsion.



### ❖ Fireworks

Fireworks may not be bought or used by students. Possession or use of fireworks is considered a serious offense which may result in a disciplinary hearing.



### ❖ Language

VSS strives to create an environment for students to develop both in English and in their home languages. Any kind of verbal or physical intimidation is unacceptable. Obscene language, language misusing God's name, or disrespectful language of any religion are unacceptable.

### ❖ Visiting other Rooms/Houses

- # Students are not permitted to visit other Rooms.
- # Girls and Boys students are allowed only in certain areas of each other's Room/House as designated by House Parent in the allocated time.



### ❖ Dating and Pornography

Dating and Pornography is strictly not allowed in the school premises.



### ❖ Wi-Fi Access

Whole Campus of Venkateshwar Signature School is WI-FI Enabled. This access allows for controlled timings per grade level and allows control of content.

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### ❖ Dress Code

# The school expects all students to uphold the school's reputation and demonstrate its values by maintaining a respectable, neat, appropriate, clean, and modest manner of appearance, both off and on campus.

# Students are expected to bathe regularly and maintain good personal hygiene. Unkempt hair is unacceptable.

# Graphics and/or wording on clothing must not include references to alcohol, drugs, or offensive content and must demonstrate respect for the community at large.

# Night Suit is inappropriate to wear at Academic Block and outdoors except for pre-approved days when it must adhere to the dress code. Pajamas are permitted in Rooms/Houses only.

# Undergarments are not appropriate to be visible in public.

# No baseball caps or hoods may be worn indoors at Academic Block.

# Sleeveless tops are permitted, provided shoulder straps are two fingers wide.

# Low-cut and plunging necklines are not permitted.



# The length of bottom hemlines must reach the ends of fingertips when the wearer is standing straight with arms at their sides. Fashionably ripped clothing may not have rips above fingertip length. Clothing shorter than this requires opaque leggings underneath or wearing track pants/leggings provided by the school and charged to the student/parent account.

# Piercings besides ear and nose, tattoos and highlighting/colouring of hair are not permitted.

#### ❖ Athletics and PE

# Appropriate dress to be worn in the school and hostel premises

# On campus, students may wear athletic shorts of a shorter length for exercise, PE, and practice in athletic spaces but must cover up or change into clothes that meet dress code immediately upon leaving the court, field or fitness room.

#### ❖ Swimwear

Students must wear one-piece swimming suits (no underwear or bikinis).

#### ❖ Bazaar/Off Campus

As a safety precaution and to uphold the reputation of VSS, the following additional guidelines are to be observed off campus:

# Legs should be covered to the knee.

# No flip-flops or slides in public as these are considered bathroom shoes culturally.

# Shoulders are recommended to be covered.

#### ❖ Procedures

# Students may be asked to add layers or change clothing when in violation of the dress code policy. The dress code is valid at all times on campus.

# For events and performances, the faculty is responsible to ensure that the dress code is not violated.

#### ❖ Music

Students are encouraged to enjoy a variety of styles of music, but music with inappropriate content will be confiscated or deleted. Music should always be kept at a volume that is respectful of others.





### ❖ Official School Functions

- # Students should be courteous and give performers and guests the attention and respect they deserve.
- # Audience response should be appropriate to the event.
- # Food, drink, gum, and sleeping are not allowed at the venue.
- # Students should arrive in time to be seated before the start of the function.
- # Students are expected to remain until the end of the program.
- # Dress at official school functions will be designated before the event and students are expected to comply.



### ❖ Transportation

- # Students are not permitted to have bicycles or to drive any kind of motor vehicle while they are attending VSS, even if they are licensed drivers. They are not to be passengers in any vehicle driven by anyone not authorized by the school.
- # Day scholars or students who are out of boarding with their parents will be under the direct authority of their parents but should keep in mind that they are never allowed to give a pick up other VSS students if they are driving.



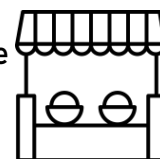
### ❖ Animals

- # Students should not interact with or feed any stray dogs while out of campus for an outing.



### ❖ Bazaar

- # Open Bazaar occurs once a month on a weekend for all students, and designated bazaar areas will be communicated in advance.
- # Students will be chaperoned and given more flexibility to stay within a choice of designated bazaar areas that will have periodic supervision.
- # For the safety and wellbeing of our students, random checks will take place to avoid any unwanted substances or contraband entering school premises.
- # Students should always be in a group of four or more.
- # Every student going to the bazaar should have the House Parents mobile numbers and locations.
- # The boundary lines of students will be communicated to them by their house parents.





### ❖ Food (Cooking and Ordering)

# Meals are provided keeping in mind the nutritional value and intake that are necessary for growing children. Food Services provide balanced meals which take account of the diverse student body.

# In addition to regular meals, daily night-time snacks comprised of fresh fruit, bread/cheese/butter/jam, and cookies/cake along with milk and Bournvita are also available (if required).

# Students also have a pantry available to cook noodles, soups, and mini meals. Students need to have their own pots, pans, and other cutlery and are responsible for washing these after use.

# Cooking is allowed at various times depending on the student's age group. The privilege can be taken back if kitchen is left in a mess.

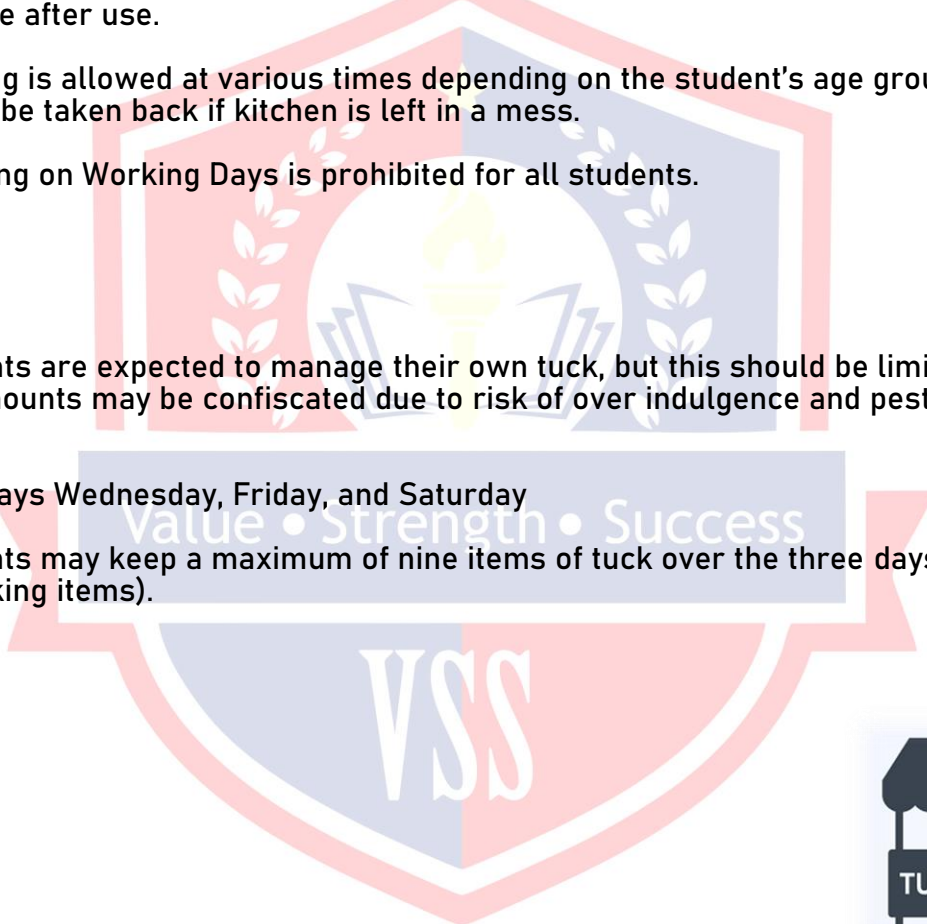
# Ordering on Working Days is prohibited for all students.

### ❖ Tuck

# Students are expected to manage their own tuck, but this should be limited, as excessive amounts may be confiscated due to risk of over indulgence and pest and safety concerns.

# Tuck days Wednesday, Friday, and Saturday

# Students may keep a maximum of nine items of tuck over the three days (This includes cooking items).





## Health care

### ❖ Medication

- # All medications come through the Health Centre and are dispensed by Hostel/House staff as per the prescription schedule provided by the Health Centre.
- # Parents bringing medications of any kind for their child must hand them in to the Health Centre staff.
- # The health Centre will send the medication back to the Hostel / House staff with a prescription schedule.
- # The prescription has to be shared with House parent.

### ❖ Sickness

- # Parents are requested to encourage their children to tell School personnel of any medical attention they may need.
- # Each Hostel/House has a medicine cabinet for authorized personnel only to dispense general medication for colds, coughs, cuts, bruises etc.

### ❖ Sports Equipment

- # The school provides sports equipment for approved school activities.
- # Students may bring their own sports equipment at their own risk.
- # Sports equipment is also available at the Hostel / House store.



## *Clothes*

### ❖ Tailor

# Twice every Month (2nd and 4th Sunday, the school tailor comes to mend students' clothing.

# Parents must not send sewing kits with their children.

### ❖ Name Tags for Clothes

# All bedding and clothing items must be properly labelled.

# Make sure that each label is stitched on securely with the student's name and ID number. This reduces the likelihood that clothes will be lost or misplaced.

# Label any new clothing items; also leave a supply of extra labels with the hostel staff.

*PLEASE NOTE THAT ITEMS WITHOUT NAME TAGS WILL NOT BE SENT FOR WASHING DUE TO THE POSSIBILITY OF GETTING LOST.*

### ❖ Formal Clothes and Shoes

It is very important that students bring at least two Trousers/skirts, two Formal shirts/blouse, and black formal shoes (Leather). This is the standard dress that students must wear during various performances and on formal occasions.



### ❖ Laundry/Dhobi Bag

Please ensure children have two good-quality laundry/dhobi bags for dirty clothes.

### ❖ Rain Gear

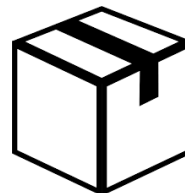
As the monsoon season lasts from June to September, please ensure children have good quality raincoats and sturdy umbrellas.

## *House Store*

# There is a wide range of items available, such as toiletries, umbrellas, flashlights, water bottles, and stationery.

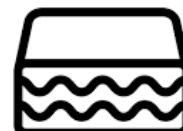
# The students must procure these things through the house parent whenever required

### ❖ Storage Facilities

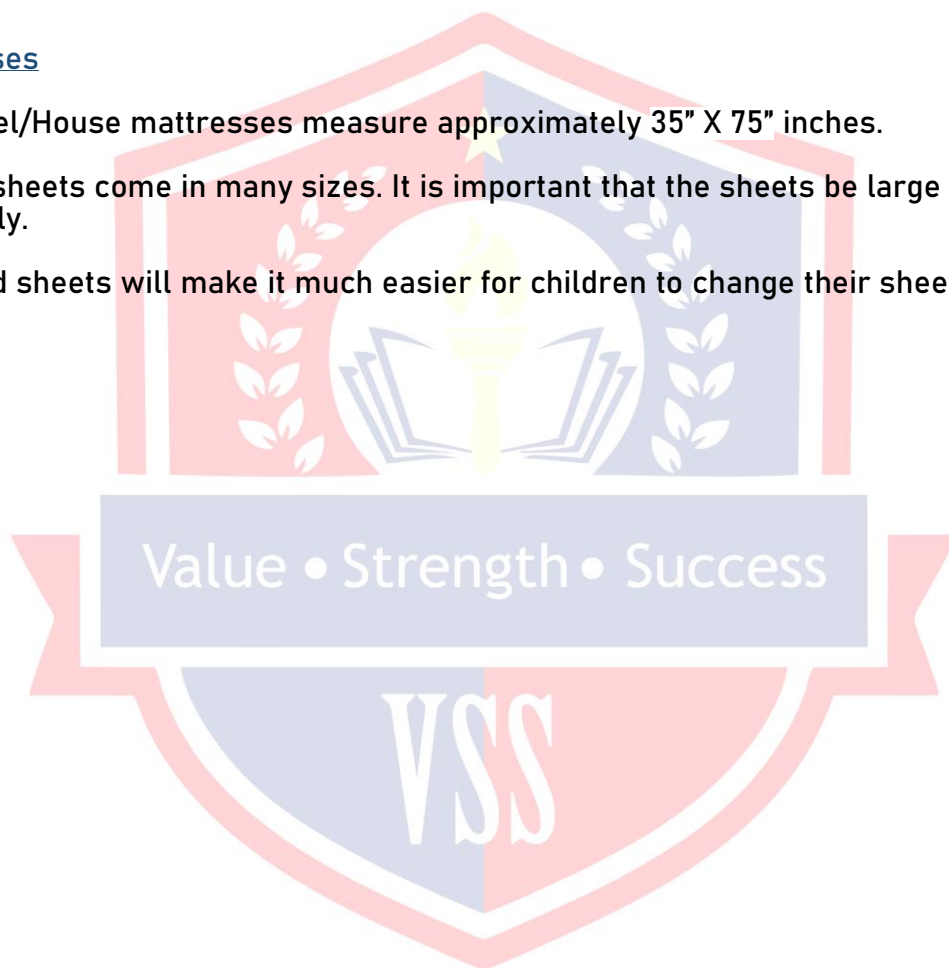


- # Bedding and clothes can be stored during vacation time.
- # For this purpose, it is important for each child to have a large trunk which can fit everything and be secured.
- # Trunks may be ordered by emailing Student Services and will be billed to the parent's account.

### ❖ Mattresses



- # Hostel/House mattresses measure approximately 35" X 75" inches.
- # Bed sheets come in many sizes. It is important that the sheets be large enough to tuck properly.
- # Fitted sheets will make it much easier for children to change their sheets.



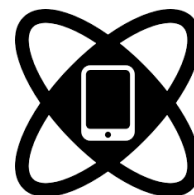


## Hostel/ House Expectations & Routines

### ❖ Technology

- # All Students will have an access to Hostel/House Internet Cafe only for:

Writing and reading Emails to/from Family and Friends.  
Any research / Study related work  
Light Gaming / Coding



### ❖ General Expectations

- # Students are expected to use technology in a responsible and healthy way.

- # Any misuse of technology may result in Non-access to Internet Café for a period of up to two weeks or longer for repeated offenses.

- 3 Students are not allowed to keep any laptops/Tablets/Mobile Phones.

Failure to do so will result in the same consequences as misuse of technology.

- # Phones (if deposited with House/Hostel Parent) are not allowed for students and will only be given for making phone calls and during travel at the end of term. This includes when they go out of boarding.

- # Internet Cafe Usage Timing

All Working Days : 08:00 PM to 09:00 PM  
All Holidays (Incl Sundays) : 10:00 AM to 07:00 PM

- # Phone Call Timing

All Working Days : 08:00 PM to 09:20 PM  
All Holidays (Incl Sundays) : 08:00 AM to 09:20 PM



### ❖ Health and Safety

- # Hostel/House parents will check toe nails, finger nails, teeth, and ears by hygiene checks at least once per week, usually on Sundays.

- # Students are expected to keep their rooms neat and clean.

- # In addition, students are expected to maintain healthy eating habits with guidance from their House Parents.

- 3 Students are encouraged not to waste food and to eat a good number of fruits and vegetables every day.

- 3 Students are not allowed to possess any sharp items such as knives, scissors etc.

- # Student may keep nail clippers.
- # All detergents must be kept in the assigned cupboard in Hostel and retrieve from the House Parents.
- # Everyone is required to shower every day.
- # Students are expected to brush their teeth at least twice daily.
- # If a student has a conflict with another student which cannot be solved between them then they should immediately report it to the House Parent on duty.
- # All medications must be handed over to the Health Centre upon campus arrival.

#### ❖ Birthdays

- # On birthdays House Parents will arrange for a special cake that will be cut with the student's peer.
- # We understand that parents might want to make their child's birthday special, however, we as a school believe in equitable and fair to all our requests.
- # Special out of boarding for birthdays or visitation will not be allowed.
- # No other food is allowed to be sent by parents for other children.



#### ❖ Passage/Club

- # All Working Days after school
- # Students must not return to Rooms after school if they do not have a Passage activity or a supervised event; they must attend study hall instead and only plan to return to rooms after 5:05 PM
- # Minimum two clubs to be opted.



#### ❖ Check-in

- # Check-in every day at 9:00 - 9:30 PM is very important as all students must be accounted for.
- # All students must be on time and must listen to any announcement made quietly and carefully.
- # Anyone coming in late, will be recorded.
- # Missing check-in without a valid reason may result in losing a credit point

## Mandatory Study Period



All Days : 06:30 PM to 08:00 PM in Rooms  
Working Days : Home Work / Self-Study  
Holidays (incl. Sundays) : Optional between Home Work/Self-Study/Reading

- # 06:25 PM students must be seated in own Room, with all relevant study material.
- # Students are expected to read a book if they have completed all of their work
- # Students may draw if it is for a class.
- # Students should fill water bottles before study Period begins.
- # Group work/study is not allowed during this time.
- # Every Day Work will be signed off by the teacher / House Parent on duty.
- # House Parents and Duty Subject Teacher will be visiting / inspecting the rooms.

### Sounds Out & Main lights off (bedside lamps may be on)



#### Timings

If Next day is Working: 09:30 PM

If Next day is Holiday (incl Sundays): 10:30 PM

Sounds Out means students are reading quietly on their beds with only their bedside lamps on.

#### Must Do

- (a) Before sounds out (09:30 PM / 10:30 PM) they should have done:
- (i) Brushed teeth
  - (ii) Changed into night clothes
  - (iii) Organized bags
  - (iv) Filled water bottles
  - (v) Gotten clothes ready for the next day
  - (vi) Taken any medication

### *Dhobi Days*

- (a) All items sent to the dhobi should have name tags
- (b) The schedule is shared by the Hostel/House parents at the beginning of each term
- (c) Sheets, pillowcases, and towels should be given to the dhobi every week
- (d) Students should have their names written clearly and accurately on the dhobislips
- (e) Students should pick up their clean clothes the day upon which they arrive

### *Room Checks and Cleanliness*

- (a) Monday to Friday rooms will be checked and marked by House parents
- (b) Students may refer to the room check sheets on their doors for incentives and consequences.
- (c) Saturday and Sunday room checks will be done at 12:45 PM but not marked; privileges may be taken away if rooms are messy.

### *Personal Belongings*

- (a) Money should be handed in for safe keeping to House Parents
- (b) Cupboards should be kept locked when not in use
- (c) Students are responsible for devices/clothes/personal belongings
- (d) The school will not be responsible for any missing and/or stolen items which are left unattended.
- (e) Students should not borrow or lend clothes/expensive items.

### *Washers and Dryers*

- (a) Usage is only for emergency washing and drying, with permission from the Hostel/House Parent on duty, mainly for washing of sports team jerseys and undergarments.
- (b) Students are strongly encouraged to wash their own undergarments and Socks.
- (c) Detergents can be bought from Hostel/House stores (preferably washing soaps)

## Working Day Schedule

TIME	ACTIVITY	REMARKS - I	REMARKS - II
06:00 A.M.	Wake Up	By House Parent / Bell	
06:00 – 06:20 A.M.	Morning Call		
06:20 A.M. – 07:00 A.M.	Physical Training	Ground / Gymnasium	Any Sports Dress
07:00 A.M. – 07:30 A.M.	Special Study Classes	Houses	Any Comfortable Dress
07:30 A.M. – 08:00 A.M.	Shower and get Ready	Own Room	
08:00 A.M. – 08:20 A.M.	Morning Snacks	Main Dining Hall	
08:20 A.M.	Move to School		School Uniform
08:30 A.M. – 08:40 A.M.	Assembly	Academic Block	School Uniform
08:40 A.M. – 09:20 A.M.	Zero Period	Academic Block	School Uniform
09:20 A.M. – 09:40 A.M.	Breakfast	School Dining Area	School Uniform
09:40 A.M. – 12:40 P.M.	Academics	Academic Block	School Uniform
12:40 P.M. – 01:05 P.M.	Lunch	School Dining Area	School Uniform
01:05 P.M. – 02:30 P.M.	Academics	Academic Block	School Uniform
02:30 P.M. – 02:40 P.M.	Afternoon Snacks	School Dining Area	School Uniform
02:40 P.M. – 03:00 P.M.	Reach Back to Houses		School Uniform
03:00 P.M. – 04:30 P.M.	Club Activities	Houses Common Areas / Academic Block	Any Comfortable Dress
04:30 P.M. – 06:00 P.M.	Sports	Sports Academy	Any Sports Dress
06:00 P.M. – 06:25 P.M.	Evening Snacks	Main Dining Hall	
06:30 P.M. – 08:00 P.M.	Mandatory Study Period	Own Rooms	Any Comfortable Dress
08:00 P.M. – 08:30 P.M.	Dinner	Main Dining Hall	Any Comfortable Dress
08:30 P.M. – 09:00 P.M.	Own Time	House Areas	Any Comfortable Dress
09:00 P.M. – 09:30 P.M.	Roll Call / Attendance	House Areas	Any Comfortable Dress
09:30 P.M.	Lights Out	Own Room	Night Suit



## *Non-Working Day Schedule*

TIME	ACTIVITY	REMARKS - I	REMARKS - II
Anytime	Wake Up	Self	
08:00 A.M. – 08:20 A.M.	Morning Snacks	Main Dining Hall	Any Comfortable Dress
10:00 A.M. – 12:30 P.M.	Brunch	Main Dining Hall	Any Comfortable Dress
02:30 P.M. – 03:00 P.M.	Afternoon Snacks	Main Dining Hall	Any Comfortable Dress
03:00 P.M. – 06:00 P.M.	Sports, Club: Own Choice	House Areas	Any Comfortable Dress
06:00 P.M. – 06:25 P.M.	Evening Snacks	Main Dining Hall	Any Comfortable Dress
06:30 P.M. – 08:00 P.M.	Mandatory Study Period	Own Rooms	Any Comfortable Dress
08:00 P.M. – 08:30 P.M.	Dinner	Main Dining Hall	Any Comfortable Dress
08:30 P.M. – 10:30 P.M.	Own Time / Roll Call / Attendance / Movie / Fun	House Areas	Any Comfortable Dress
10:30 P.M.	Lights Out	Own Room	Night Suit

*# Outings on Selected / planned days, as decided by house parent*



## Privileges

### Tuck days Wednesday, Friday, and Saturday

- (a) Any tuck found in rooms from Monday through Thursday will be confiscated And could result in no tuck being given the next weekend (on an individual or room basis)
- (b) Students may receive a maximum of nine items of tuck over the three days (This includes cooking items), and these items are distributed at the Dorm Parents' discretion, keeping in mind that larger items count as more than one item.

### Cooking

- (a) There is a Pantry at each floor for usage by Students. It includes a Microwave and Electrical Plate along with other utensils
- (b) Cooking is a privilege, which may be taken away if the kitchen is left in a mess.
- (c) Students should make sure wrappers are thrown in dustbins.
- (d) Utensils used must be washed and counters must be clean after cooking.
- (e) Timings to use:

If Next day is Working : Till 09:30 PM

If Next day is Holiday (incl Sundays) : Till 10:30 PM

### Adult supervised Bazaar Once a month, as planned by House Parent

- (a) Students should always be in a group of four or more students
- (b) Every student going to the bazaar should have the House Parents' /chaperones' mobile numbers and safe shop locations
- (c) All chemist shops are out of bounds
- (d) No taxis may be taken
- (e) Going to a restaurant / eatery place is allowed with Advisors/House Parents
- (f) The boundary line for students will be communicated to the students by their Primary House parents.
- (g) Bazaar timings will be from 10:00am to 3:00pm. (This is a compulsory outing For all students)

### *Birthdays*

- (a) On birthdays House Parents will arrange for a special cake that will be cut with the student's peers during check in time (09:00 PM to 09:30 PM).
- (b) We understand that parents may want to make their child's birthday special; however, we as a School believe in being equitable and fair to all our requests.
- (c) Special out of boarding for birthdays or visitation will not be allowed; Parents are allowed to send in a cake for celebration.
- (d) No other food is allowed to be sent by parents for other children

### *Additional privileges*

- (a) Cooking clubs, fortnightly
- (b) Occasional late-night matches
- (c) Movie nights if Next day is Holiday (incl Sundays)
- (d) Coffee Bar
- (e) Input taken from each student in the choice of room and roommates (House Parents make the final decision)
- (f) Treats and meals by Hostel/House staff
- (g) Cultural trips during Quarter Breaks
- (h) Occasional trips to Malls and Markets
- (i) Hikes and picnics
- (j) Dance parties
- (k) Sleep overs as scheduled by the House Parents

### *Ordering food from outside approved vendors*

- (a) Only on approved days as communicated by the House parents
- (b) Timings for ordering is 10:00 AM to 4:00 PM
- (c) During weeks when special events occur on days other than Sunday, the House Parents may decide to restrict ordering on Sunday
- (d) All orders must be picked up from Main Dining Hall.

## *Pocket Money*

- (a) Students may pick up their pocket money from their Hostel Parents as follows:
  - (i) Sundays: 10:00 AM - 11:00 AM
  - (ii) Bazaar Days: 10:00 AM - 11:00 AM
- (b) Students are expected to pick up pocket money in a timely manner
- (c) Students will be given opportunities to get additional pocket money at other times for special occasions and events.
- (d) Students are expected to fill out the register included with their pocket Money.

## *Important Reminders*

- (a) Students should get a slip from their House Parents to go to the health Centre unless it is a medical emergency
- (b) Students may not enter other students' rooms without the House Parents' permission during Mandatory Study Period, Sounds Out & Main lights off.
- (c) Passports and travel documents must be handed in to House Parents at the start of the semester.

### ❖ Responsibilities as a senior

- # When with younger students, seniors must follow school guidelines and Expectations.
- # They must be extra conscious of displays of affection when in the presence of younger students; failure to do so will be recorded, and parents will be informed.
- # Seniors must make sure younger students are not violating the discipline guidelines in their presence
- # Younger students may meet seniors if given permission by the House Parent on Duty
- # **Peer learning:** Student led leadership-Seniors guiding juniors during study hours under supervision.

### ❖ Religious Life



- # Students are allowed to worship their own religion.
- # Students will be permitted to visit various religious places as Temples, Gurudwaras, Churches, and Mosques in presence of their House Parent during the outings.
- # No discrimination on basis of Religion is allowed in the campus.
- # All students must respect each other's religious belief and beware of not commenting unnecessarily.

## *Counselling and Confidentiality of Student Information*

# The Venkateshwar Signature School Counselling Programme offers help at a number of different levels.

# The types of services offered include:

@ Academic counseling

@ College/Career counseling

@ SEL (Social Emotional Wellbeing) (includes but is not limited to Adjusting to an international boarding school, anxiety, minor depression, shyness, relationship problems, substance use, prolonged stress, anger management etc.)

@ Community Services Programs

@ Educational programs aimed at developing life skills

@ Evaluation of situations which may need intervention and/or specialist services  
Crisis intervention

### ❖ Emotional Guide

# It is helpful for students to have contact with their families for emotional stability. However, it is not helpful for family members to call too often.

# Parents are requested not to give specific time slot for Phone calls, as children can become very anxious if a call gets delayed or unable to make the call.

# Similarly, if they cannot adhere to what is communicated to their children, parents are requested not to give the time slot while they come to pick up children during outing time, quarter break or end of semester.

### ❖ Academic Advisors

# Every student in Grades 9-12 is assigned an Academic Advisor. Advisor meetings are held on a regular basis.

# Advisors are available to offer students advice and assistance with course selection, grades, study skills, learning styles etc.

# Academic Advisors also organize social gatherings and help students to groom their interpersonal relationships. Advisors, in general, are not trained counselors and may refer to professional staff as and when circumstances demand.





## Confidentiality



Confidentiality is an essential component in effective counseling and advising. Students often need to share sensitive issues with a concerned adult without fear of disclosure, and the school respects that need. The school counsellor maintains 100% confidentiality except in the following cases:

- # When students themselves (or by the report of another student) indicate a clear and present danger to themselves
- # When students themselves (or by the report of another student) indicate imminent harm to another person, group of others, or property
- # When the welfare of the institution demands disclosure of a contemplated crime or the actual commission of any crime
- # When information shared reveals a possibility that the school could be held liable for knowing about a situation and not passing on information about it (e.g., child abuse and sexual abuse)

## Student Records

Students' families have a reasonable expectation that their children's academic records and personal information will remain private. VSS follows the applicable standards laid out by India's privacy laws.

Student Information is gathered from and may be shared on a need-to-know basis with any or all of the following:

- # Students themselves
- # Parents or legal guardians
- # Persons authorized by the parent/guardian or an adult student after graduation
- # Admissions and/or financial aid staff
- # Administrative staff
- # Academic staff
- # Counseling staff
- # Health Centre staff and their consultants
- # Residence staff
- # Support staff
- # Anyone required by law to report certain kinds of information

- # Appropriate parties in an emergency
- # VSS's Board of Directors or accrediting agencies
- # Law enforcement or government agencies
- # College admissions personnel as per student applications
- # Individuals or organizations contracted for specific purposes by the school and requiring student information.
- # Educational studies in which VSS participates
- # Development and Alumni Relations Office staff

### *Right of Access (School Administration)*

- # Students may request access to their records in writing at any time, with the exception of Personal notes/records in the sole possession of their creator for the creator's own use
- # Letters of recommendation for entry into VSS
- # Official letters of recommendation for college or employment applications
- # The communications or financial records of their parents/guardians
- # The final results of any disciplinary proceedings against the perpetrator of a violent crime or non-forcible sex offense committed against the student
- # After the student reaches the age of 18, when parents no longer have access without written permission from the student
- # Records will be kept of each outside request to view records in a student's file
- # Certain medical records that may not be accessible directly but may be accessible for review by a medical provider approved by the parent, guardian, or student.

### *Right to contest*

- # The parents/guardians or adult (over 18, matriculated) students have the right to Request a hearing to challenge the content of a document
- # Place an explanation of the content, written by the parent/guardian or adult student, in the student's permanent record
- # Expect that in any records provided for inspection by parents, guardian, or student, the names and personally identifiable information of other students and/or innocent parties will be redacted to protect their privacy



## *Discipline – Balancing Encouragement and Consequences*

Our guiding philosophy states that “education should take place within a compassionate and caring community” and should be characterized by “compassion for the troubled and vulnerable.” Expectations of students are high and are clearly stated at the time of admissions and in the Student Life Handbook. The conduct system is not designed to penalize every minor infraction. It is, however, designed to be responsive to minor infractions that accumulate over time. The aim of this system is to deter, educate, and encourage positive personal growth.

Students are expected to respond positively, to accept punishments wholeheartedly, and to change their behavior. They may be required to talk the issue through confidentially with a Personal Counsellor. No responses to misdemeanors are intended to be automatic and mechanical. Responses will always seek to be individualized and personal, designed to take account of the nature of the misdemeanor, the circumstances concerned, the student's past history, and a sense of what response is most likely to allow learning to occur. In the event of the commission of a serious offense, we expect other students who are present but not involved to dissociate themselves actively.

### *Positive Reinforcement*

At the end of each semester, ceremonies provide opportunities to formally celebrate successes and achievements and to recognize outstanding contributions to service, sports, performing arts, and outdoor pursuits as well as academic endeavors and attainment. Special prizes for outstanding contributions and exemplary personal example, leadership, and service are also awarded at the Graduation ceremony. All staff members are encouraged to look out for and recognize positive student behavior and contributions, including:

- # Acting respectfully
- # Assisting someone
- # Picking up and throwing away trash
- # Stopping a confrontation
- # Consistently being on time
- # Doing what's right even when others are not
- # Cleaning up after peers in Hostel or classrooms
- # Helping/being kind to younger students
- # Acting in ways that go beyond minimal expectations

Students have opportunity to receive commendations for any excel and actions/activities where they impress members of staff (e.g., an act of service, dedicated training in a sports session, excellent homework and test results in an academic subject, impressive behavior, and contributions in Hostel or during Activity Week).

If a student accrues four commendations in a term, they will be eligible for a Principal's Commendation. Principal's Commendations are awarded in assembly. Periodically, a Commendation Dinner is held at the Principal's house to celebrate the achievement of the award winners.

Individual acts of exceptional personal example or work can be entered into VSS's *Book of Excellence*. Students are nominated by teachers who feel that their work or contributions are so impressive that they deserve very special recognition. The *Book of Excellence* provides a written record of all outstanding pieces of work or significant contributions to the community achieved during a student's time at Venkateshwar Signature School. Students so nominated are invited to the Principal's Office to sign the book beside the nomination entry. A letter is sent to parents, and all entries in the *Book of Excellence* may be listed as an Honor on university applications.

### *Loss of Credits*

Demerits are given as consequences for minor misdemeanors. These are low-level infractions which may occur from day to day. Individual staff will need to decide on a case-by-case basis how to respond to these infractions. Issuing a Demerit is one option. For a first minor offense and given the circumstances, other options include a conversation with the student and a verbal caution or guidance.

Students should not be assigned more than one demerit for the same offense. Any accumulation of three demerits earns a student an Early/Saturday Morning Duty (EMD/SMD). An accumulation of more than three demerits may result in EMD/SMDs, gating, or other losses of privilege.

Demerits do not accumulate beyond the semester but do remain on record so that trends or patterns can be tracked over time.

### ❖ Offense

Offenses are broadly categorized into three levels corresponding to VSS's view of their seriousness. The following list of offenses is not intended to be comprehensive. Rather, it is intended to clearly indicate the type/seriousness of offenses falling in the various categories.

#### ❖ Damage to others

- # Inappropriate behavior to staff:
  - @ disobedience/dishonesty
  - @ ignoring instructions
  - @ rudeness etc.
- # Insulting behavior to another student or staff member
- # Physical assault (between/among students/staff)
- # Theft or damage to another's or school property, graffiti, stealing, or damage through carelessness
- # Swearing/profanity
- # Lying
- # Recording taking photos or using someone's personal information without permission



#### ❖ Damage to oneself

- @ Tobacco/ Vape /Alcohol

#### ❖ Abuse of privilege

- # Inappropriate physical contact behavior in boy/girl relationships; repeated public displays of affection
- # Possession of a weapon
- # Breaking bounds, late for Hostel timings more than 30 minutes
- # Unauthorized use of taxis
- # Being in the bazaar without permission
- # IT Responsible Use offenses (see separate policy)



#### ❖ Non-Compliance of Norms and Rules

- |  |  |
|--|--|
| @ Room cleanliness issues  | @ Dress code infringements                           |
| @ Inappropriate Public Display of Affection                          | @ Breaking Sounds/ Lights Out rules etc.             |
| @ Breaking bounds, late for House timings less than 15 minutes-minor | @ Repeated infringements will come a Level 2 Offense |
| @ IT Responsible Use offenses (see separate policy)                  | @ Possession of weapons                              |
| @ Tardiness/lateness to class or check-in                            | @ Unauthorized use of Taxi                           |

#### ❖ Possible Consequences for Offenses

- |   |   |
|---|---|
| @ Reprimand/apology   | @ Removal from school teams or representative positions |
| @ Early Morning Duty  | @ Suspension/ Dismissal/ Expulsion                      |
| @ Removal of privileges                                     | @ Recording in school's records and references          |
| @ Making restitution (for damage), residence/school service |   |
| @ Notification to parents                                   |   |
| @ On Report   |   |
| @ Gating  |   |



### ❖ LEVEL ONE

The offense must be dealt with immediately by any staff member at the time of the infraction, with any follow-up within 24 hours. Offenses must be recorded in the Student Profile within 24 hours by the staff member who first identified the behavior.

### ❖ LEVEL TWO

Referred as soon as possible to the Administrator - Boarding Life or and reported in writing to parents by the Staff. Referral should take place by or on the next weekday.

### ❖ LEVEL THREE

- # After immediate intervention by the member of staff, the offense should be referred to the Administrator of Boarding Life and the Principal.
- # These offenses are liable for suspension/ dismissal/ expulsion. Details will be recorded in the student's record by the Administrator of Boarding Life and will be included in official references. Administrator - Boarding Life will initiate follow-up action by the next weekday. A student returning to school after suspension will automatically be placed on conduct or full probation, depending on the reason for the suspension.

### ❖ Responding to Offenses

Indication of steps the school may use to help students learn from mistakes and develop self-discipline are stated below. It is worth repeating that we do not see penalization as an end in itself but as a means to help us live in a community with high standards.

Responses may sometimes include taking account of the following:

- # Striking a balance, such as the removal of free time, privilege, or responsibility and the imposition of other restrictions or conditions designed on a case-by-case basis
- # Restitution either materially or as community service / campus tasks
- # Consequences will usually be given on a scale that reflects the nature and severity of the offense
- # Repeat offences will be treated more seriously: we expect a change of behavior in response to discipline the first time

### ❖ House Gating

- # House Gating restricts a student's movements to their Room during their free time.
- # Official sports practices, activities, rehearsals, and authorized commitments usually take priority over gating. The Primary House Parent in consultation with the



Administrator of Boarding Life may, at their own discretion, decide to gate a student at any time in response to conduct which warrants the temporary removal of the student from normal freedoms and social contact. Students lose access to their devices when gated.

❖ On Report

Students who have committed serious or regular breaches of the school rules or have fallen short of basic expectations may be required to take a checklist to all classes and activities obtain signatures and remarks from their respective teachers or supervisors, and report to a designated staff member assigned by the Administrator of Boarding Life or Head of School

❖ Early Morning Duty (EMD) and Saturday Morning Duty (SMD)

# EMD takes place from 7-7:45 AM each weekday Monday to Friday for students who have acquired more than three demerits or students who have recorded an unexcused absence from class.

# EMD may also be used as a consequence for other conduct issues; students notified of an EMD must attend the EMD the next morning.

# SMD takes place from 7-9:00 AM Saturday morning at Academic Block.

# Students on EMD/SMD must report to the Principal's Office promptly by 7:00 AM, dressed appropriately for the school day.

# Failure to report by 7:00 AM will result in the student being sent back to Hostel to repeat the EMD/SMD the following weekday; failure to report at all will result in the student being gated for the remainder of the weekend.

# Students on EMD/SMD will carry out meaningful manual tasks on campus assigned by the supervising staff member; during this time, students may not have access to their devices.

# After a student receives their fourth EMD/SMD in a single semester, a letter informing the student's parents will be sent by the student's Advisor. It is the expectation that a conversation happens between these parties. After receiving a fifth EMD/SMD, the student will be required to meet with the Administrator of Boarding Life, the student's parents will be notified and the student may be subject to a Disciplinary Advisory Committee hearing depending on the circumstances.

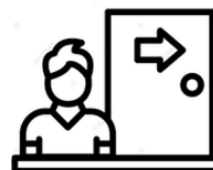
# Students will be released from EMD at 7:45 AM and for an SMD at 9:00 AM to check in with a House Parent who will sign off on the EMD/SMD; students may then return to campus for the start of the school day or continue their weekend activities.

### ❖ Suspension

# The purpose of suspending students is to give them time for reflection away from school and to serve as a clear warning message that their behavior is unacceptable and cannot continue.

# Students who are suspended twice within a year risk not being re-admitted, when particular circumstances make this a more appropriate or practical sanction in the opinion of the school.

# Where an offense is punished by a suspension close to a school holiday or break, the school reserves the right to hold back a student at the beginning of the holiday to serve a suspension at School. Suspension may be applied when the Principal feels that further investigation or consideration is required before determining whether a student may return to school.



### ❖ Dismissal

Dismissal results in the immediate removal of the student from School. After a specified period of time the student may reapply for admission. However, re-admission is not guaranteed.

### ❖ Expulsion

Expulsion results in the immediate removal of the student from School without option to re-apply.

*Seniors should be aware that any violation of a major rule during the Final Term prior to exams even if a first offense, will likely result in a loss of privilege to attend important events or result in a suspension.*

### ❖ Disciplinary Procedures for Major Offences



The final authority for administering and determining the nature of student discipline lies with the Principal. The main purposes of VSS's disciplinary system are to educate students, foster their personal growth by reflecting constructively upon their mistakes, and treat them as fairly as possible when rules are broken.

### ❖ Initial Communication

# In case of a major offense, all members of staff (and at the Administrator of Boarding Life's discretion the whole school) may be informed that an investigation is underway.

# This communication to staff may include a brief account of the nature of the alleged offense and the students involved, as well as several brief speaking points for what staff may share with students to quell possible gossip. The parents of the student(s) concerned will also be notified by the Administrator of Boarding Life.

### ❖ Steps of Disciplinary Procedure

*Informal, Information-Gathering Process includes:*

- # Evidence of an infraction of School rules that may result in suspension, dismissal, or expulsion must be communicated to the Administrator of Boarding Life, who will investigate the matter carefully and promptly, assisted by the appropriate staff member.
- # This process will involve the assistance of as many people as the Administrator of Boarding Life feels are necessary. As part of the investigation process, they will call the student concerned for a meeting or several meetings in order to determine as accurately as possible the facts of the case.
- # The student may request another adult from the residence or teaching staff to be present at these meetings, if so desired. The staff member is there to support the student emotionally and assist them in articulating their perspective.
- # The Administrator of Boarding Life will also meet with other students as needed as part of the information-gathering process. Any other student(s) involved in the incident will be asked to prepare a written account of their knowledge of the case. A student must provide a factual statement and cooperate in the process; failure to do so may be cause for disciplinary action.

### ❖ Summary Removal

If deemed necessary, the Principal or Administrator of Boarding Life may, at any time, remove a student from campus pending an investigation.

### ❖ Formal Disciplinary Process

After the investigation and the preparation of written reports, the Administrator of Boarding Life will decide whether the matter shall be considered a major disciplinary case warranting the calling of a Disciplinary Advisory Committee hearing. In this case, the Administrator of Boarding Life will convene the Disciplinary Advisory Committee.

### ❖ Disciplinary Advisory Committee – Composition



A Disciplinary Advisory Committee routinely consists of the following members:

- # House Parent
- # The Administrator of Boarding Life
- # Principal of School

The Administrator of Boarding life may, entirely at their discretion, request any other member of staff to be part of the panel's deliberation. There may be occasions when a member of the student body (usually a student leader) is requested to attend a panel discussion for the purpose of providing their perspective on the incident under review.

❖ Disciplinary Advisory Panel – Functions

- # To review the facts of the case as presented by the Administrator of Boarding Life and the Part played by the student in question.
- # To review any available reports/information from Personal Counsellors which maybe legitimately shared in this context.
- # To discuss what possible action(s) might be recommended to the Principal in the way of possible sanctions, consequences and/or possible corrective measures which might help the student to avoid breaking School rules again; dissenting opinions/findings are welcome to be named in the recommendations.
- # To pass these recommendations on to the Principal.

❖ Disciplinary Advisory Panel – Procedures

- # The Administrator of Boarding Life will summarize the findings of the investigation including the student's written account.
- # The student's academic and disciplinary record will be reviewed.
- # The student may present additional information and may wish to read a separate personal statement (distinct from the written account).
- # After answering any questions from the panel, the student will leave the room.

❖ Responsibilities of the Administrator of Boarding Life

- # To investigate the case thoroughly in the "informal" process in consultation with the Residence Life Coordinator and other staff as necessary.
- # To determine whether the matter requires the calling of a Disciplinary Advisory Committee hearing
- # If so, to follow the above guidelines in the "formal" process
- # If a panel meeting is called, to facilitate thorough discussion of all aspects of the case and to present to the Principal a written report of the meeting
- # To report fully to the Principal at all stages of the "formal" procedure
- # After a decision has been reached by the Principal, to communicate it to the community as deemed appropriate.





#### ❖ Responsibilities of the Principal

- # In cases in which suspension, dismissal, or expulsion are under consideration, the Principal is the sole decision maker.
- # The Principal is ultimately responsible for and reserves the right at any time to suspend, dismiss, or expel a student or impose any other discipline deemed appropriate, necessary and in the best interests of the student and/or the School.
- # To decide what disciplinary action will be taken
- # To ensure that the above procedures are fairly followed



#### ❖ Communication of Decisions

*Such communications are normally conveyed by the Administrator of Boarding Life.*

- # To the student: The Administrator of Boarding Life will immediately explain to the student what action has been decided upon.
- # To the student's parents: The Administrator of Boarding Life or Disciplinary Advisory Committee member will communicate with them as appropriate and then with a follow-up letter or other appropriate means as soon as possible. A copy of the letter is placed in the student's file.
- # To members of the Disciplinary Advisory Committee, if one was called: The Administrator of Boarding Life will communicate actions taken personally or by means of an email.
- # To the staff: The Administrator of Boarding Life will communicate actions taken to the staff at a staff meeting or by email.
- # To the students: Administrator of Boarding Life will communicate in an appropriate manner with the students, when necessary.

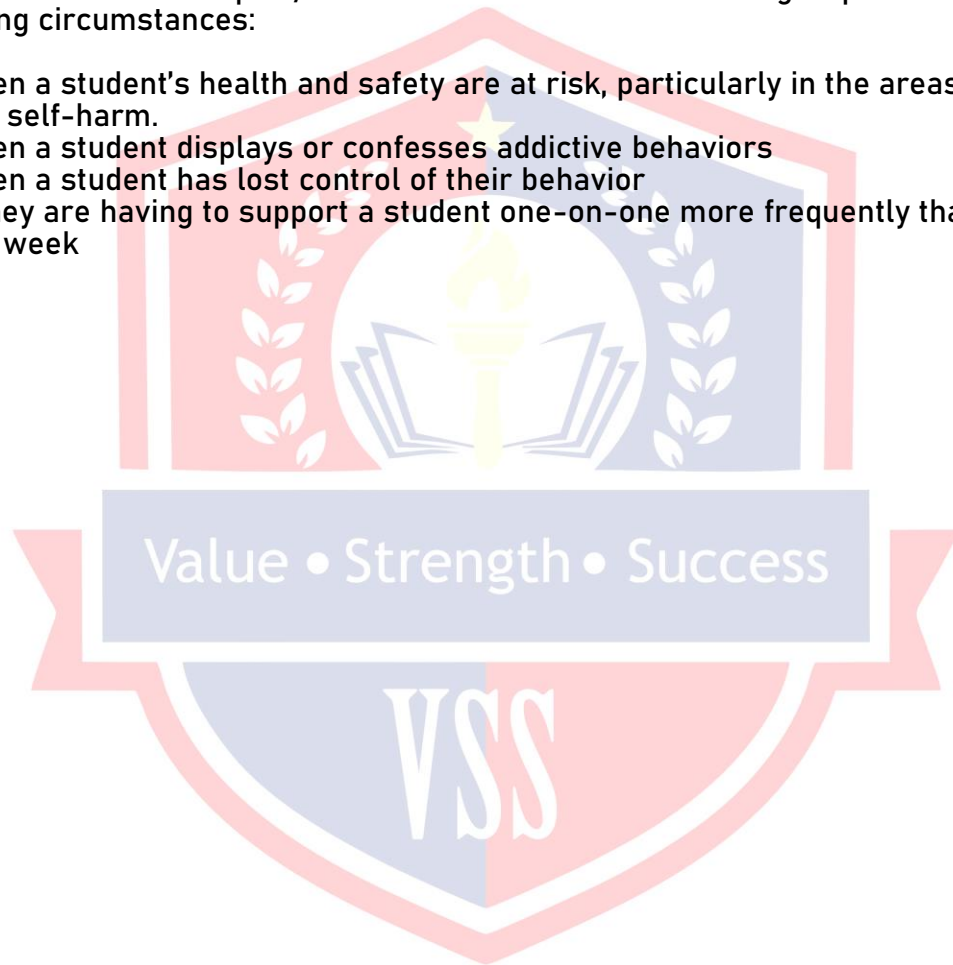
#### ❖ Follow-Up Process

- # After final decisions have been made, the Administrator of Boarding Life will consult with the Personal Counsellor, as needed, informing them of the case, sharing any appropriate written reports and actions taken, and charting a follow-up plan to be implemented by the Personal Counsellor in order to assist the student in entering fully into the life of the community once again.
- # Immediately upon the student's return from suspension, an appointment with the Administrator of Boarding Life will take place to assess any needs the student may have in terms of academic or social adjustment.

#### ❖ Seeking Help in Non-Disciplinary Situations

- # In a non-disciplinary situation (one in which school rules are not currently being broken and no disciplinary investigation is underway), a student may seek non-disciplinary guidance/help from the School Counsellor in order to resolve a problem

- # A student may disclose past violation(s) of a school rule, including use of alcohol or other drugs, during such a discussion. No disciplinary consequences will result from that conversation if a School rule is not currently being broken or an investigation is not underway.
- # The Counsellor will honor the anonymity of the student and not share any matter brought to them during such a conversation unless they need to seek additional guidance in order to help the student.
- # Staff members must report/refer a student to the Counselling Department under the following circumstances:
  - @ When a student's health and safety are at risk, particularly in the areas of abuse and self-harm.
  - @ When a student displays or confesses addictive behaviors
  - @ When a student has lost control of their behavior
  - @ If they are having to support a student one-on-one more frequently than one hour per week



## VSS Policy on Drugs



Venkateshwar Signature School takes seriously Article 33 of the United Nations Convention on the Rights of the Child and will take “all appropriate measures ... to protect children from the illicit use of narcotic drugs and psychotropic substances.” VSS’s policy on drugs sets out to achieve a campus free from the influence and presence of illegal drugs

### ❖ Introduction

The purpose of this policy is to prevent students from using illegal drugs at any time – whether in term time, out boarding, or school holiday time. It is the purpose of this policy that VSS will be and will remain an environment entirely free from illegal drugs, the “culture” of drugs, and the paraphernalia of drugs (including references on clothing or material displayed in students’ rooms).

### ❖ Added Notes:

- # When universities contact VSS during the application process, we are required to report if a student has been disciplined for a drug or alcohol related offense.

Note: Being present when the school’s drug policy is being infringed or buying or possessing alcohol/tobacco/other drugs may result in disciplinary action being taken by the School. In investigating such an occurrence and determining whether a disciplinary stance will be adopted, the Administrator of Boarding Life will take into account the precise circumstances and context as well as any mitigating factors which may apply.

- # At no time may students purchase items at a chemist shop. All medications must be obtained from the VSS Health Centre. If a student is seen at a chemist shop, the School will assume they are involved in purchasing illegal drugs.

### ❖ Discipline Following the Misuse of Drugs

Those who sell drugs, possess them with intent to supply, distribute them, or encourage others to use them, whether on or off School premises or in or out of term time, will be expelled, except in the most extenuating circumstances. The School may also report these offenses to the local authorities.



### ❖ Drug Testing

- # Drug testing is an important part of our anti-drug policy. The School may require any student to submit to a urine or Breathalyzer or blood test whether on suspicion of the use of illegal drugs or otherwise at the School’s sole discretion and may cause a search to be carried out of a student’s personal possessions or room.

- # If evidence is found that a student has been illegally using drugs, a Disciplinary Advisory Committee hearing will take place. The student’s parents will also be notified at the earliest opportunity. Following careful consideration of all relevant factors, including

the extent and type of drug use, the student may be allowed to remain at Venkateshwar Signature School.

# Thereafter, the student will be required to take a random testing. A student testing positive under such will normally be expelled.

# Weekly counselling sessions will be required for any student who is suspended for a minimum of six (6) weeks for a violation of our Drug Policy.

#### ❖ Suspicion of Drug Use

- # When a member of staff becomes suspicious of drug misuse, they will report their concerns to the Administrator of Boarding Life. It will be decided through further discussion whether an investigation, dialogue with the pupil and/or testing are required.
- # Suspicion of misuse may arise from a variety of signs which include deterioration in a student's demeanor or performance and may also include a decline in the standard of work, changes in mood, excessive tiredness, a lack of interest in physical appearance, and/or an unwillingness to participate in school activities.

#### ❖ Investigation of Possible Misuse

The Administrator of Boarding Life will ensure that, as far as possible, investigations are conducted fairly and with openness towards the student(s) concerned. The School will contact the student's parents at this stage, though it is highly likely that, when certain of the criteria outlined above are involved, the School will have been discussing the situation with parents before a decision to test is made. Any refusal to take such a test will automatically be viewed as suspicious and will be treated as a serious breach of school rules.



## *SAFETY AND PROTECTION*

### ❖ General Safety

Students are under security surveillance each day to School and back and are chaperoned when they go on hikes or to the bazaar. Children are not allowed to leave the residence boundaries without permission or without appropriate supervision.

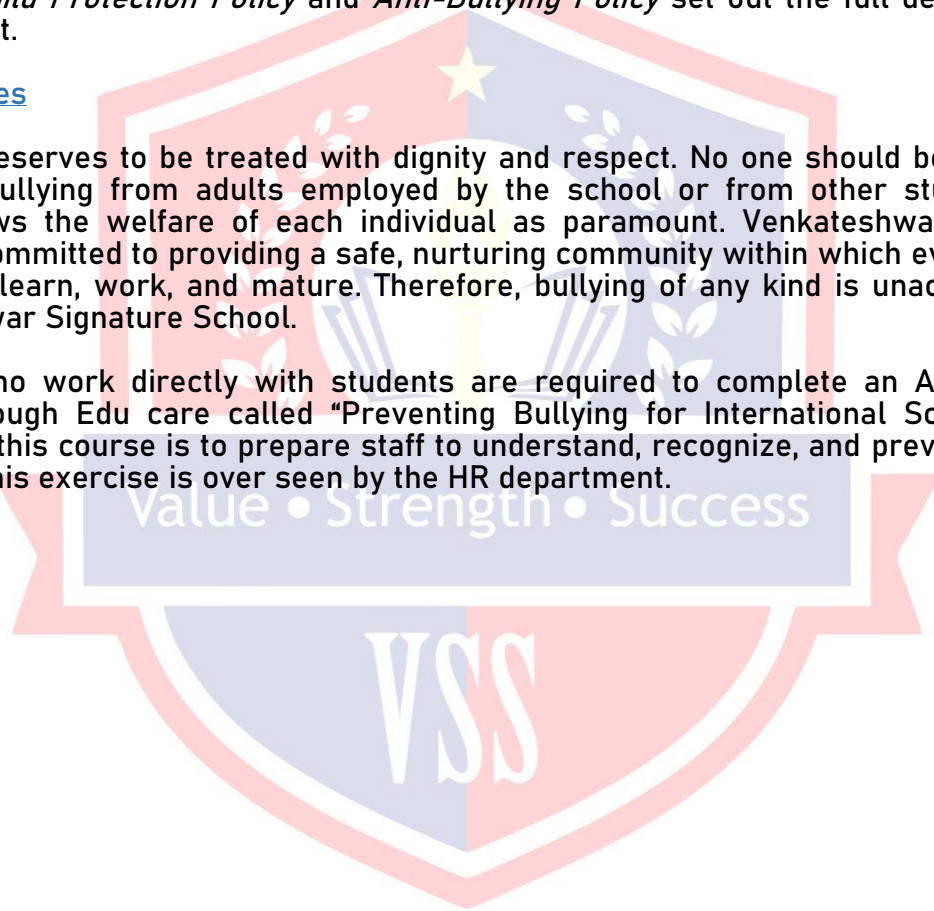
### ❖ Anti-Bullying Policy

Venkateshwar Signature School sets the expectation that in regard to child protection we are committed to aligning with the responsibilities set out in the laws of India consistent with the United Nations Convention on the Rights of the Child (UNCRC). The School's *Child Protection Policy* and *Anti-Bullying Policy* set out the full details of this commitment.

### ❖ Objectives

Everyone deserves to be treated with dignity and respect. No one should be subject to abuse or bullying from adults employed by the school or from other students. The School views the welfare of each individual as paramount. Venkateshwar Signature School is committed to providing a safe, nurturing community within which everyone can live, study, learn, work, and mature. Therefore, bullying of any kind is unacceptable at Venkateshwar Signature School.

All staff who work directly with students are required to complete an Anti-Bullying course through Edu care called "Preventing Bullying for International Schools." The purpose of this course is to prepare staff to understand, recognize, and prevent bullying behavior. This exercise is over seen by the HR department.





## BULLYING



### ❖ *Bullying is:*

- a pattern of behavior that is
- aggressive, harmful, hurtful, unwanted, distressing, or demeaning
- in a relationship where there is an imbalance of power or strength.

All three criteria must be present for the behavior to be categorized as bullying.

### # A "pattern of behavior" can be defined in any of three ways:

- By a single bully or a group towards a single target
- By a single bully or a group towards different targets

### # Towards a targeted individual/group appropriated by anyone towards that individual/group; in this case, the pattern has already been established against this target by other offenders, even if appropriated for the first time by this particular offender

### # "Aggressive, harmful, hurtful, unwanted, distressing, or demeaning" behavior can be direct or indirect.

### ❖ Examples of direct bullying include:

- |  |                                 |
|--|---------------------------------|
| # Hitting, kicking, shoving, spitting, pushing, grabbing, pinching | # Comments about body and looks |
| # Taunting, teasing, racial/cultural jokes, verbal harassment      | # Threatening, obscene gestures |
|  | # Rough behavior                |

### ❖ Examples of indirect bullying include:

- # Getting another person to bully someone for them
- # Negative body language
- # Spreading rumors
- # Deliberately excluding someone from a group or activity; the silent treatment
- # Cyber-bullying (e-mail, instant messaging, texting, pranking or offensive phone calls, etc.)
- # Sending unauthorized information on social media about others such as photos.
- # "Imbalance of power or strength:" Bullying involves the underlying belief that the bully has the right to exert power and control over a targeted individual or group. Bullying limits or denies a targeted person's ability to participate in or to receive benefits, services, or opportunities in the School's program. Students and staff should be able to say or indicate "No!" or "Stop!" when they are recipients of any behavior which makes them uncomfortable or puts them at risk. Behavior that continues or is repeated after "No!" or "Stop!" have been communicated is unacceptable.

### ❖ Procedures For Reporting Incidents and Investigating Reports

# All reports of suspected or actual bullying will be taken seriously. All witnesses to suspected bullying must report the incident.

# Students may report confidentially to any staff member.

# All staff members are required to forward all reports of suspected or actual bullying by students in writing. Staff members should report suspected bullying to the Head of School, who will work in collaboration with Homeroom Heads and the House Parents to investigate the situation.

### ❖ Advice from the Edu care course

# Take time to listen to all children involved. This includes the target of the bully, the offender and the bystanders. Staff will keep in mind as to whether there is an element of retaliation and any previous patterns of behavior."

# Banter is common amongst friendship groups and families. Even amongst family members and friendship groups, it is possible to cross a line and offend or hurt person's feelings.

# It is important to establish the difference between playful, harmless banter and that which can cause offense.

# If it is concluded that the incident is a conflict, a restorative justice approach will be utilized whenever possible.

After investigation, if the Principal believes the case should fall into Venkateshwar Signature School's disciplinary guidelines, they will share their report with the Administrator of Boarding Life who will then take the lead on the case.

### ❖ Protection Of Witnesses and of People Targeted By Bullying

# Immediate measures will be taken by the Heads of School, Class Teachers, House Parents, Advisors, and the Administrator of Boarding Life to protect students from retaliation at each phase of the process. Retaliation by the accused or anyone else will be viewed as an additional act of severe bullying.

# Targets of bullying may provide input when decisions are made regarding their safety. If necessary, suspected bullies and their targets will be removed from boarding to staff residences until safety can be secured. The school will ensure that witnesses and targets are not alone in places where they do not feel safe.

### ❖ Disciplinary Action

All disciplinary actions taken for bullying incidents will be in accordance with the levels of offense and consequences per VSS's discipline policy. Counseling support will be recommended for all individuals involved.





## **POLICY ON CHILD PROTECTION**

Venkateshwar Signature School believes that everyone deserves to be treated with dignity and respect and that all individuals regardless of their age, culture, challenges, gender, gender identity, sexual orientation, language, racial origin, physical condition, and religious belief have the right to protection from abuse. Venkateshwar Signature School works to provide an environment where no one is subject to any kind of abuse including sexual abuse or grooming and/or bullying from students, parents, or adults employed by the School.

Venkateshwar Signature School views the welfare of each individual as paramount and is committed to providing a safe, nurturing community within which everyone can live, study, learn, work, and mature. Therefore, abuse (including sexual abuse and grooming) and bullying of any kind are unacceptable. This policy deals specifically with the issue of abuse, bullying, sexual abuse, and grooming by students or adults in the community. All suspicion and/or allegations of grooming, sexual, inappropriate and abusive behavior as defined in this document will be taken seriously and responded to by stern and appropriate measures.

In regard to child protection, Venkateshwar Signature School is committed to aligning with the responsibilities set out in the laws of India (see References) consistent with the United Nations Convention on the Rights of the Child (UNCRC) (see Appendices I and II).

All staff members are required to complete a Child Protection course prior to students arriving on campus at the beginning of each academic year through Edu care called "Child Protection Basics for International Schools" available at Child Protection.

### ❖ Policy & Procedures

1. **Staff member:** Includes administrators, any staff appointed directly/indirectly by School administration, interns, student teachers, volunteers, and employees; any other person, such as a spouse/family member of a serving staff who is not working for the school but is currently staying with the staff member in or outside the school campus/property area/ so included in this definition.
2. **Child:** Any child (VSS students, children of staff or employees, or any child under the age of 18 years, in accordance with the United Nations Convention on the Rights of the Child).
3. **Child abuse:** Sometimes called child maltreatment, describes four types of child mistreatment – physical abuse, sexual abuse, psychological abuse, and neglect; in many cases children are the victims of more than one type of abuse; the abusers can be parents or other family members, caregivers such as teachers or baby sitters, acquaintances (including other children), and (in rare instances) strangers.
4. **Child Grooming:** Befriending and establishing an emotional connection with a child and sometimes the family to lower the child's inhibitions for the purpose of child sexual abuse.
5. **Counselor:** A qualified staff member specially assigned the duty to make a proper detailed report to monitor and ensure the welfare of the victim.

## PROHIBITED BEHAVIOURS

The following behaviors will be considered use in staff-child relationships at Venkateshwar Signature School:

### ❖ Physical abuse



Any action that causes physical pain, hurt, injury, or discomfort to a student, however light, comes within the ambit of physical abuse. It includes but is not restricted to the following:

Using physical contact to correct or punish a student or deliberately hurting or injuring a student physically, provided that nothing in the above-mentioned definition includes any kind of bruise or injury which occurs during any sports or athletic activity or any other routine activity of the school

Using any form of corporal punishment that causes discomfort to the student including, for example, standing on a bench, standing with a schoolbag on one's head, holding one's ears through one's legs, kneeling, etc.

Giving students alcohol, substances containing alcohol, illegal drugs, or other harmful substances

Detention (to keep in custody or confinement) in the classroom, library, toilet or any enclosed/locked space in the school

A doctor or a technically qualified medical staff member may need to be assigned to conduct a physical exam as soon as practicable to ensure evidence is not lost following a reported incident. Not with standing anything in the above-mentioned paragraphs, in case of medical emergency, only authorized medical staff may provide any legally permitted medication (containing alcohol) to any student/child within the school premises.

### ❖ Emotional Abuse

Any non-physical treatment of a student that is harmful to the psychological development of a student falls within the purview of emotional abuse. It includes but is not restricted to the following:

- # With holding of approval, affection, or respect
- # Abusing power (intimidation, threats, silencing)
- # Frequently and unnecessarily shouting at or taunting students
- # Using bullying or stereotyping comments publicly or privately against a student or group of students
- # Ridiculing a student with regard to their family background or status or community
- # Belittling a student for poor academic performance

Not with-standing anything in this clause, any advice or corrective statements given bona-fide by a staff member in furtherance of the development of a student shall not be considered as an incident of emotional abuse.







❖ Sexual abuse/grooming

- # Making sexual innuendos or telling risqué jokes in the presence of an individual student or groups of students
- # Sharing personal sexual information with students
- # Participating in any form of physical sexual contact or sexual activity with any student
- # Showing inappropriate intimacy, either verbally or physically towards a student or anyone else in the presence of the student
- # Sharing pornographic materials, taking pictures, or any form of recording media for pornographic reasons with students
- # Grooming, as it may lure minors into child trafficking, illicit businesses such as child prostitution, or the production of child pornography.

❖ Neglect

- # Failing to notice and pay attention and respond to students' basic emotional and/or physical needs
- # Leaving students alone for long periods and/or inadequately supervised (based on appropriate age norms)
- # Failing to ensure student safety
- # Failing to respond to allegations of abuse (as defined in this policy and national laws)

❖ Discrimination

- # Assigning different tasks to students based on caste, community, or gender prejudices
- # Bringing social attitudes and prejudices into the school by using belittling remarks against a specific social group or gender or ability/disability
  - @ Using derogatory remarks against a child
  - @ Discriminating against a student on the grounds of academic ability
  - @ Any other acts which the School or the law deem inappropriate





## *PREVENTION OF ABUSE*

### ❖ Student Protection Panel (SPP)

A Student Protection Panel which includes an administrator, the Head of Personal Counseling, the Resident Medical Officer, and two residence staff members is in place to protect students from the above-mentioned prohibited behaviors by any staff member, volunteer or employee. The SPP is responsible to

- # Ensure the Child Protection policy is kept up-to-date and the procedures regularly reviewed in the light of experience or changing situations
- # Ensure that all staff, volunteers, and employees understand the policy and procedures and put them into practice
- # Educate staff and students regarding the policy and investigating reports or violations of the policy and communicating information to the Principal
- # Compile a report for the Principal about any allegation of abuse and the outcome
- # Create awareness through various programs
- # Develop training programs for staff, students and parents
- # Ensure that the names and contact details of the committee are clearly displayed on School premises
- # If an allegation is against the Principal or a member of the Board, then the report should be forwarded to the President of the Board.



### ❖ Compulsory Reporting Obligation

- # Staff (including members of the SPP), employees, and students need to report any hint, gossip, suggestion, observation, or suspicion of any allegation to the SPP.
- # The SPP is required to prepare a report consisting of all the material information along with details of the informant. Moreover, the report needs to explain the circumstance of the source of the information so the investigating officer can make an informed decision to assess a rating/ prioritization of a case.
- # The report shall be expeditiously forwarded to either the Special Juvenile Police Unit or the local police without any delay.

### ❖ Recruitment Procedures

- # All applications for positions at VSS will be subject to careful scrutiny during the application process. The scrutiny procedure will be designed to elicit information

about the applicant's career and past experience (requiring explanations for any gaps in employment history).

- # A compulsory background checks to rule out the existence of any criminal record or allegation of sexual/grooming/physical/emotional abuse must take place. If any such record exists, the applicant will be barred from employment. References will be collected for all administrators, staff, and volunteers' applying to Venkateshwar Signature School.

#### ❖ Policy Dissemination

- # All staff members, consultants, volunteers, and employees serving at Venkateshwar Signature School and their spouses residing on campus if not employed by the School will receive a copy of this policy and sign a statement that they have read and will abide by it, both in terms of their own conduct and in terms of their professional responsibility for the conduct of colleagues and students.
- # A copy of the Child Protection Policy shall be distributed in the orientation folder for new staff, volunteers, and employees. A signed acknowledgement of receiving this policy and having read it will be kept in their personnel file. A copy of the policy shall be provided to the parents or guardians of students for their reference.
- # In case any changes are made to the policy, all staff members, consultants, volunteers, employees, and their spouses residing on campus if not employed by the School must be made aware of the changes and shall be required or sign the new policy.
- # Students, Parents, and Guardians must be made aware of this policy through orientation programs and routine parent communications.

#### ❖ Visitors on Campus

- # A confidential list of individuals who are barred from the school campus by virtue of past infringement of this policy or a similar policy in place at the time will be circulated to the Principal to ensure that such persons are not allowed on campus.
- # A record of people entrusted with the responsibility of dropping and receiving a student at the School shall be maintained from the beginning of each academic year. No other person apart from those named on the list shall be allowed to take custody of the child, in whatsoever manner, from School premises.

I understand the Student Protection Policy and agree to abide by these guidelines as written.

Name : .....

Signature: .....

Date : .....



## Technology Resources and Responsible Use Policy

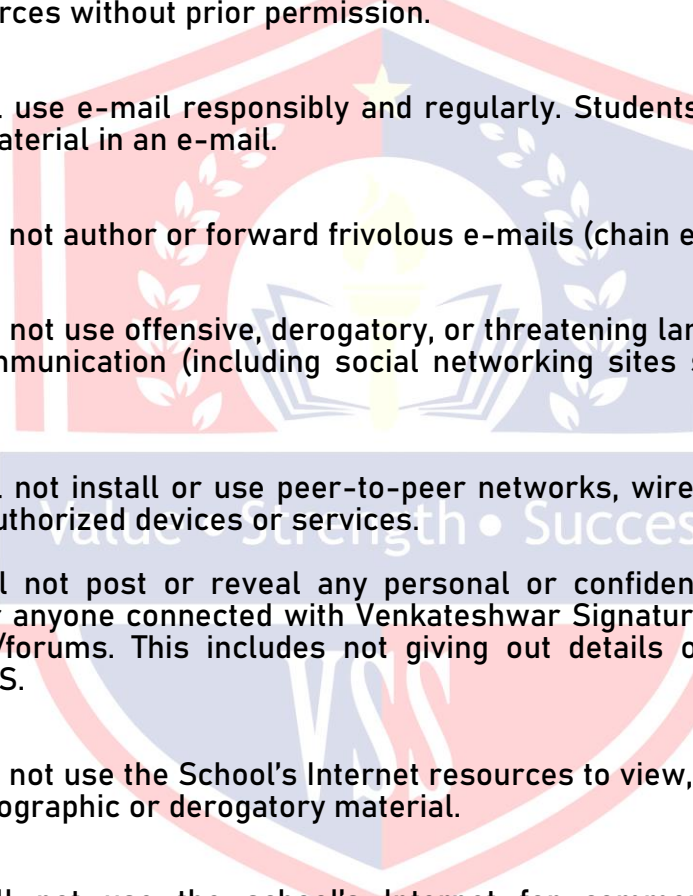


### ❖ Responsible Use Policy

Technology resources at Venkateshwar Signature School are available for students to use for the purposes of education, including class work, homework, and other schoolwork. Other uses, including personal communication and personal Internet use, are permitted if the resources are available according to published guidelines.

Student access to VSS's technology resources is governed by the following policies:

- # Students must sign a Technology Resources Responsible Use Agreement each year at check-in and adhere to its provisions and expectations.
- # Students shall recognize VSS's absolute right to prioritize the use of and access to the School's technology resources.
- # Students must not share their passwords and must report any misuse of their IDs and passwords immediately.
- # Students may only log on to the system with their own usernames. Students must not attempt to log on using another person's username and password with or without their permission. Students must not attempt to access another person's files.
- # Students must not attempt to gain unauthorized access to (or "hack") any computer system, whether in Venkateshwar Signature School or via a connection to or from VSS.
- # Students must report any breaches of security to the Administrator of Boarding Life immediately.
- # Students must comply with all international copyright laws for software and other legislation on Internet usage.
- # Students must treat all the computer equipment with respect and care. They shall not tamper with, remove, exchange or damage the computing equipment/accessories under any circumstances.
- # Students using personal laptops (or any other mobile devices) must understand that Venkateshwar Signature School shall not be held responsible for any damage to their equipment or data.
- # Students shall manage the allotted network resources wisely by deleting/archiving old files and emails in a timely manner.

- 
- # Students understand that VSS may use applications/services to monitor their network activity, particularly Internet browsing history and at its discretion may block access to sites/pages deemed inappropriate.
  - # Students shall learn to make appropriate use of the software to which they have been given access.
  - # Students shall not install or run any programs other than those installed by the IT department. Students shall not copy software on to any school's computer.
  - # Students shall not download or upload any music/movie files using the School's internet resources without prior permission.
  - # Students shall use e-mail responsibly and regularly. Students shall not send any inappropriate material in an e-mail.
  - # Students shall not author or forward frivolous e-mails (chain e-mail or jokes).
  - # Students shall not use offensive, derogatory, or threatening language in e-mails or in any other communication (including social networking sites such as Facebook) on the Internet.
  - # Students shall not install or use peer-to-peer networks, wireless routers, VPNs, or any other unauthorized devices or services.
  - # Students shall not post or reveal any personal or confidential information about themselves or anyone connected with Venkateshwar Signature School via e-mail or Internet sites/forums. This includes not giving out details of or lists of students studying at VSS.
  - # Students shall not use the School's Internet resources to view, download, or transmit obscene, pornographic or derogatory material.
  - # Students shall not use the school's Internet for commercial activity, political campaigning, fund raising for charitable causes or for illegal purposes.

The School's ability to support and operate an effective computer network for all students depends on voluntary and consistent compliance with the requirements of the Technology Resources and Responsible Use Policy. This requires efficient, ethical, and legal use of technology resources and defines the standard of conduct expected from students. It covers physical equipment and hardware, software applications, document storage, e-mail and Internet use. Abuse of the privilege through hacking, downloading inappropriate software or other violations will be subject to disciplinary procedures in keeping with those outlined in the section on Discipline.



## *Purpose of the School's IT Network and Services*

Venkateshwar Signature School provides students with a wide range of information and Technology (IT) resources through the IT Department. It makes these resources available to support the following activities:

- # Teaching and learning
- # Other program and extra-curricular activities
- # School administration and business
- # Personal communication with relatives and friends through the VSSE-mail Address
- # Personal recreational activities (within current guidelines)

### ❖ Student Access and Use

- # Students will have access to computers to fulfill the requirements of their roles at VSS and are expected to treat all physical equipment with care. Physical damage must be reported immediately to IT staff.
- # Venkateshwar Signature School provides appropriate desktop software on all school computers, and the IT Department is solely responsible for approving and installing all software.
- # Each student is given a network account that has a student name and password. Each account and its password are private and should not be shared with any other person, including other students and people outside of school.
- # Students must only access the software, files, and information that are available through their own private accounts. Using another person's account is strictly prohibited.
- # Each student is given a private place on the VSS network to store their personal files. This location must be used wisely as document storage space is limited. Students should not use this location to store music files, videos, personal photos, etc. These may be copied on to other personally owned storage devices.
- # Each student is given a private email account to use for school-related business and for personal communications with family and friends. Students are expected to use appropriate language in all email communications. Inappropriate usage, such as chain mail, is subject to disciplinary procedures.
- # VSS provides connections to the Internet so that students can benefit from the wealth of educational information that is available on the World Wide Web. The School Provides guidance about and sets limitations on access to certain kinds of sites in the interests of students and with which students are expected to comply. The school has good web content filtering and bandwidth management along with regulation products and policies in place to prevent misuse. However, students are responsible for any possible harmful or negative effects that may arise from their use of the Internet and use this resource at their own risk.



- # Wireless access to the Internet is available through Airtel. Instructions for enrolment and configuration will be emailed to all students at the beginning of each term.
- # The student tech team assists students especially in navigating VSS network and classroom technology. Students not enrolled in a technology course are encouraged to seek the help of the instructional technology coordinator.
- # Students violating international or Indian laws may be subject to prosecution.

#### ❖ Wireless Internet

Whole Campus has wireless internet installed for student use. There are timings for use of this privilege in correspondence with each age group set by the Administrator of Boarding Life.



#### ❖ Electronic Equipment

Electronic equipment such as i-Pads, PSPs, and game boys cannot be brought.



#### ❖ Cell Phones

Students in Grades 9-12 may bring Cell Phones. Students in Grades 9-12 are given their cell phones during certain times of the day, and then they are turned in during Quiet Time right before Lights Out. The House Parents may confiscate or limit the use of electronic items at any time if guidelines are not followed or if they feel the items are taking away from the student's residential experience.



#### ❖ Gaming

We do allow students allotted periods of gaming time on weekends. If a student is found gaming at inappropriate times, they will lose the use of their laptop or electronic item(s) for two weeks and if the problem persists, they will use of the item(s) for the entire semeste



## VSS SCHOOL PARENT ATTESTATION



My completion and Submission of this Form attests that I have read and agreed to abide by the rules and policies contained in this Handbook. I understand that any behavior inconsistent with the School's expectations as expressed in this Handbook may result in disciplinary action of my child including loss of enrolment at the School.

Signature :

Name :

Date :

E-mail :



For any questions please contact: [studentservices@vssraipur.com](mailto:studentservices@vssraipur.com)

